Resource

Setting a Signature in Office 365

When using email provided through Office 365, you may wish to set a signature line. A signature automatically appears at the end of every message you send, and may include your name, contact information, or a disclaimer, which is the example given here. The instructions use Outlook 2013 and will vary if you use a different mail client. Images have been edited for privacy.

Setting a Signature in Outlook

1.   In Outlook, select File, then Options.
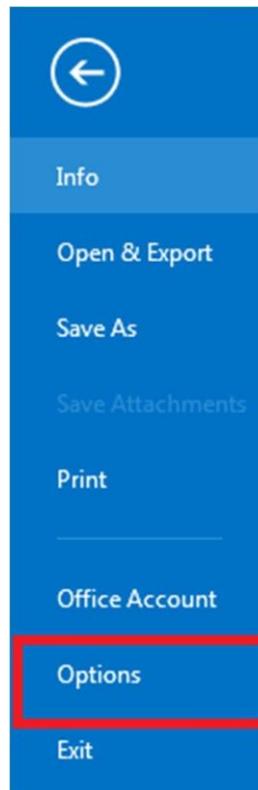
2. In the options screen, select Mail, then press the Signatures button.
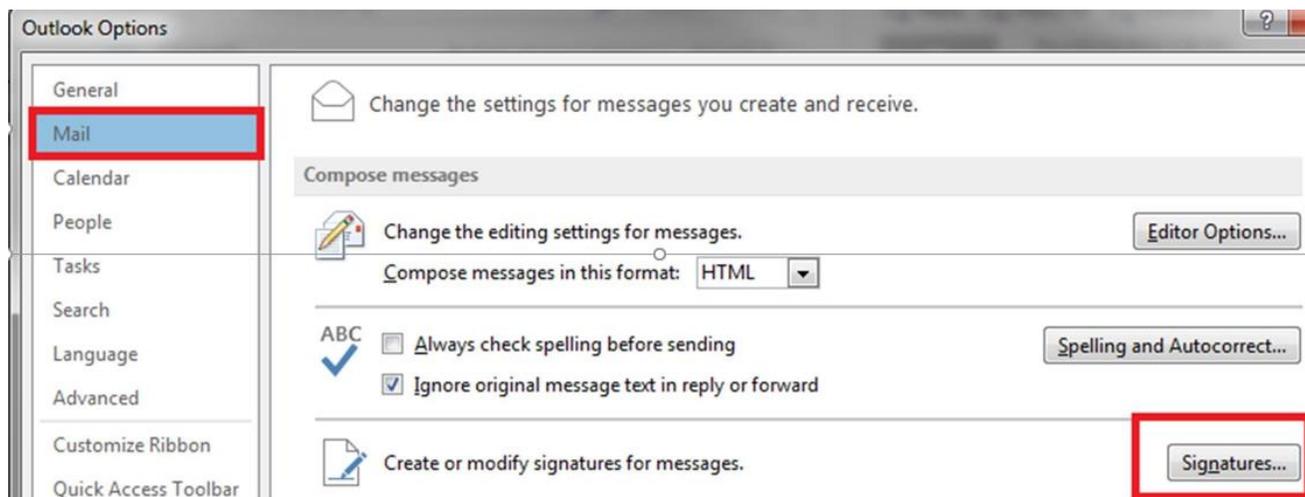
3. Next, create a new signature and enter the content you desire in the text field. Be sure the name of the signature is included in "New Messages" and "Replies/Forwards" to include it in all mail. You can also create multiple signatures and set different ones for the two types of mail. Press OK when finished.
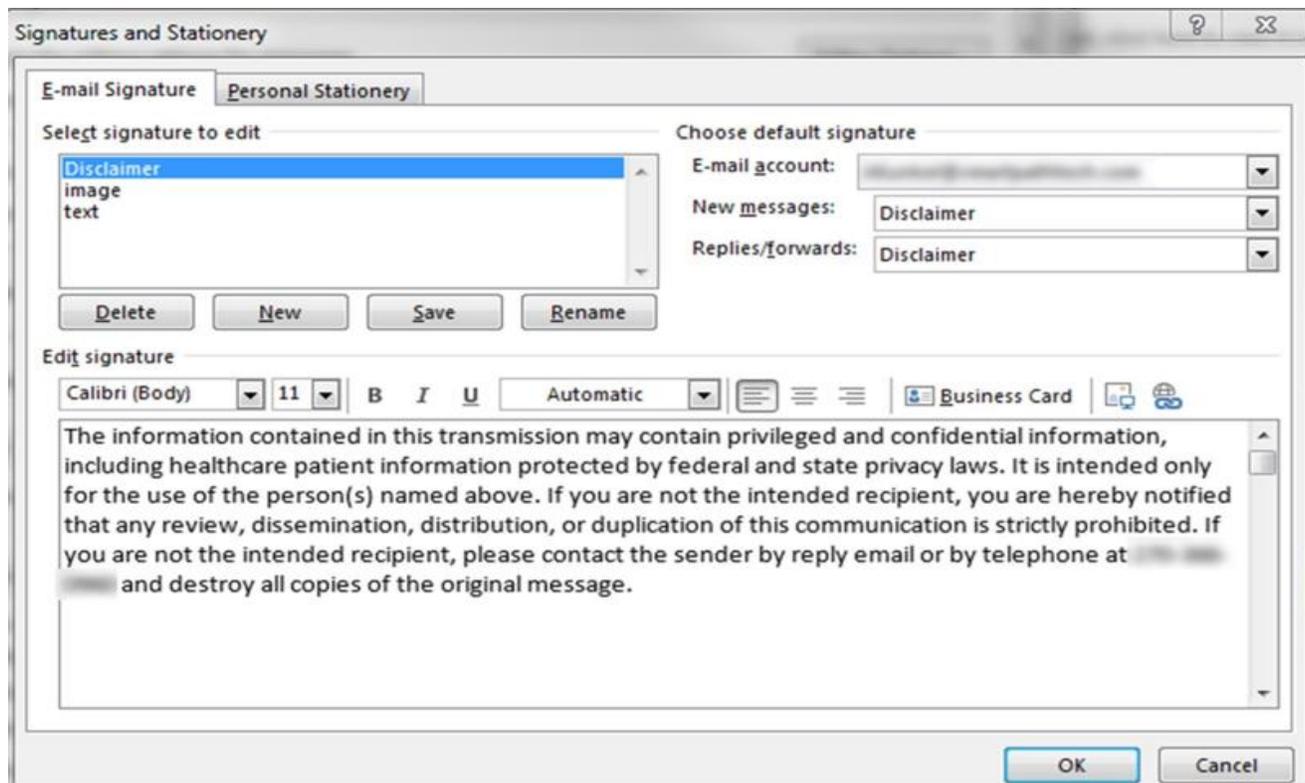
Setting a Signature in Webmail (OWA)

1. First, log into webmail at https://outlook.office365.com. Once logged in, click on the gear icon in the upper right, then select Options.
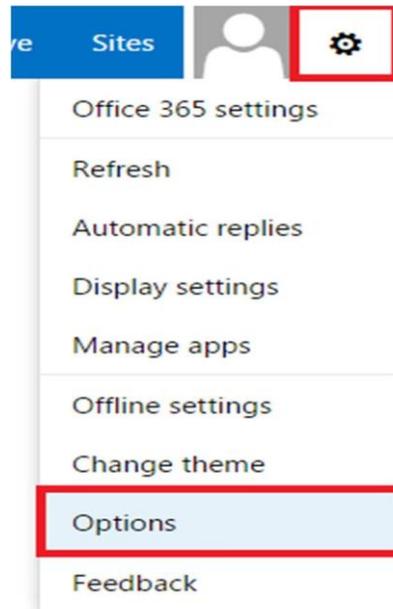
2. Under Options, select Settings. The Mail settings, with Email Signature on top, will appear. As before, fill in the content you wish in your signature. Be sure to mark the box to automatically include the signature on sent messages. Save the settings when finished.
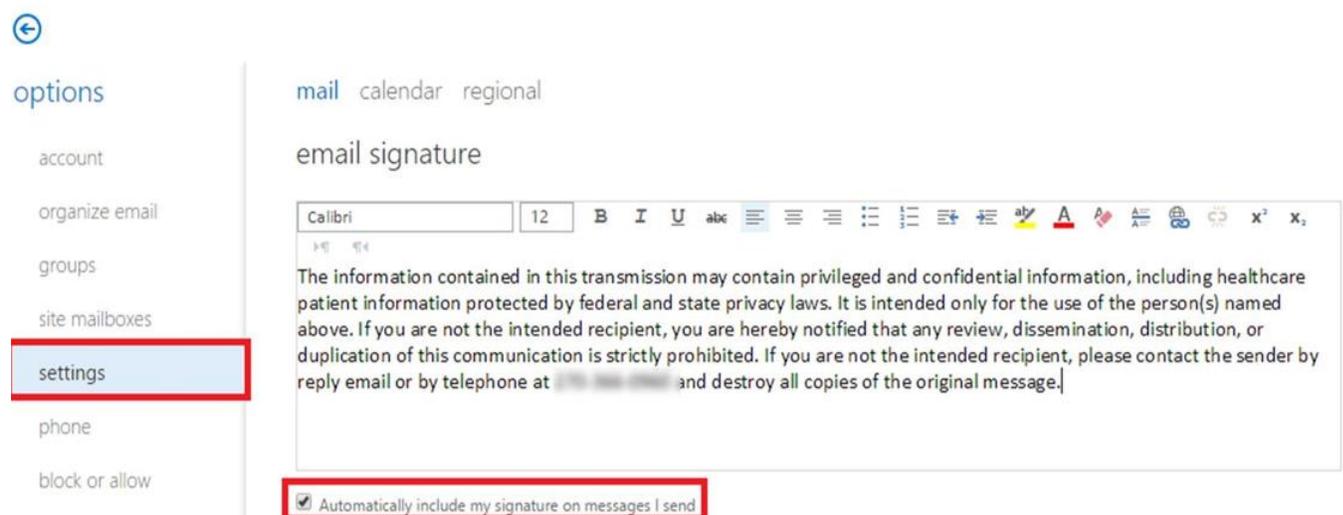
Setting a Signature on Mobile Devices

Setting a signature on mobile devices, such as a phone or tablet, will vary widely based on the type of device and the specific app being used for mail. In general, you will need to access the settings for your email app or email account, and look for the option for signature settings. You may wish to include in your mobile device signature a mention that the message was sent from a mobile device, as recipients are generally more forgiving of short responses and typos inherent from messages typed on a mobile device. If you have any questions or require assistance, submit a ticket with SmartPath via client portal, email, or calling 270-205-4709.